

11 August 2011

Clarification No 1 for open call for tenders:

Framework contract for the provision of canteen and catering services for the European Environment Agency (EEA)

Reference number: EEA/OSE/11/001

Question 1:

The Danish “Økologiske spsemærke” exists in three versions: Gold, silver and bronze with 90-100%, 60-90% and 30-60% organic produce respectively. We would like to know which percentage of organic produce the EEA is requesting in the operation of canteen and hospitality service?

Answer 1:

The European Environment Agency has not a fixed target for percentage of organic products used by the canteen. As stated in the EEA food policy (annex 7 to the tender specifications), EEA strives to offer more sustainable menus based on foodstuffs with lower environmental impacts (e.g. in-season, locally grown fruit and vegetables, less meat, avoiding fish from unsustainable fisheries), as further clarified in section 6.5 of the tender specifications, in particular the third paragraph.

The award criteria 1 on technical merit concerns the degree of compliance with the EEA food policy and the food quality requirements described in section 6.5 of the tender specifications, including inter alia a description of how the tenderer will operate the canteen to reach a high level of “Økologi”.

The level of “Økologi” will therefore influence the scoring of award criteria 1, where the gold level will be required for the highest score (the higher level, the higher score).

Question 2:

Regarding canteen opening days. Would you please specify the 17 holidays per year on which EEA and thereby the canteen is closed?

Answer 2:

Please see tables below (EEA official holidays for 2011 and 2012).

EEA HOLIDAYS FOR 2011		
21	April	Maundy Thursday
22	April	Good Friday
25	April	Easter Monday
9	May	Monday, Anniversary of the Declaration made by President Robert Shuman in 1950
20	May	Friday, Store Bededag

2	June	Thursday, Ascension Day
3	June	Friday, day following Ascension Day
13	June	Whit Monday
31	October	Monday, day before All Saints' Day
1	November	Tuesday, All Saints' Day
2	November	Wednesday, All Souls' Day
23	December	Friday
	To	} 6 days – Christmas and end of the year
30	December	Friday

Work will resume as normal on Tuesday 3rd January 2012.

EEA HOLIDAYS FOR 2012		
2	January	Monday, day following New Year's day
5	April	Maundy Thursday / Holy Thursday
6	April	Good Friday
9	April	Easter Monday
1	May	Tuesday, Labour Day
4	May	Friday, Store Bededag
9	May	Wednesday, Anniversary of the Declaration made by President Robert Shuman in 1950
17	May	Thursday, Ascension Day
18	May	Friday, day following Ascension Day
28	May	Whit Monday
1	November	Thursday, All Saints' Day
2	November	Friday, All Souls' Day
24	December	Monday
	To	} 6 days – Christmas and end of the year
31	December	Monday

Work will resume as normal on Thursday 3rd January 2013.

Question 3:

Since the Danish law Lov om virksomhedsoverdragelse (Business transfer) applies for this tender, EEA is obliged to disclose the salaries, pensions etc. of the current staff. This information is not provided in the tender material and therefore, we kindly ask you to provide this information?

Answer 3:

The European Environment Agency will enter into an agreement with a service provider for the provision of canteen and catering services. Although the services will be provided in its premises, the EEA will not enter into any employment contract with the staff member of the service provider to whom the framework contract will be awarded.

In drawing up a bid, tenderers should bear in mind the provisions of the standard framework contract and order form attached as Annex 6 to the tender specifications and in particular Articles II.1.1 and II.1.2 which read as follows:

II.1.1 *The Contractor shall perform the Contract to the highest professional standards. The Contractor shall have sole responsibility for complying with any legal obligations incumbent on him, notably those resulting from employment, tax and social legislation.*

II.1.2 *The Contractor shall have sole responsibility for taking the necessary steps to obtain any permit or licence required for performance of the Contract under the laws and regulations in force at the place where the tasks assigned to him are to be executed.*

Question 4:

Question to ANNEX 5: In ANNEX 5 we are required to state a fixed subsidy. We understand this to be a fixed subsidy amount per year, and that this subsidy is added to the subsidy per staff lunch buffet (price of visitor lunch buffet less price of staff lunch buffet) in order to get the total subsidy amount. Is this correct? If not, please explain the subsidy plan.

Answer 4:

No this is a misunderstanding. EEA will pay a single annual subsidy to the contractor (in 4 instalments) with a view to offer staff a lunch at a subsidised rate, as mentioned in section 9 of the tender specifications, in particular in paragraphs 2 and 3 .